



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Thursday, April 29, 2010
<b>POSITION TITLE:</b>	Chief Deputy, Field Operations, CEA 3, Board of Parole Hearings	<b>FINAL FILING DATE:</b>	Monday, May 17, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,854.00 / Month	<b>BULLETIN ID:</b>	04272010_5

### POSITION DESCRIPTION

Under the direction of the Executive Officer, Board of Parole Hearings (BPH), the Chief Deputy is responsible for the direct management and oversight of the parole authorities quasi-judicial administrative hearing process and related activities; provides administrative and policy direction to the Chief Hearing Operations for the Northern and Southern Regions, and indirect supervision of Associate Chief Deputy Commissioners, Deputy Commissioners, Correctional Counselors and support personnel; and is responsible for operational and policy control of statewide hearing functions. The Chief Deputy will participate in division and department policy formulation, implementation, and decision making.

Duties include, but are not limited to:

- Direct management and oversight of all hearings, in absentia decisions, and calendars; identifies policy issues requiring analysis and resolution; assures proper and consistent application of laws, regulations, and policy in hearing decisions; ensures changes are made in hearing policy, procedure, or decision-making based on new statutes or case law; ensures that training is provided.
- Direct management and oversight of the statewide parole hearings operations; reviews reports of late or problem cases resulting in hearing delays and assures that the issues are addressed with and by the proper authorities within the approved policies of the BPH; provides guidance in the presentation of the legislative and statutory changes, which affect the powers and duties of the BPH, such as the Indeterminate Sentencing Law, Determinate Sentences Laws and others affecting prison terms and paroles.
- Serves as liaison with the California Department of Corrections and Rehabilitation (CDCR), county jail Commanders, Wardens, District Attorneys, and high-ranking law enforcement officials regarding hearing policies or prisoners/parolees of particular interest; reviews and makes decisions on requests for exceptional actions including release of inmates pursuant to parole authority action.

- Advises and participates with the board in executive meetings; attends meetings within BPH, CDCR, with Legislators, Chief Administrative Law Judge's coordinating body, and with other officials; participates in policy decisions for the division and the BPH.
- Acts on behalf of the Executive Officer during absences.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Experience in the formulation and implementation of policies and procedures related to judicial or administrative hearing processes.
2. Experience in the field of administrative or criminal law that includes the presentation of evidence and the examination of witnesses in quasi-judicial hearings.
3. Experience that demonstrates knowledge of the basic rules of due process relating to criminal and/or administrative law, and the laws, court decisions and regulations pertaining to the function of the BPH and the CDCR.
4. Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the regulatory application process of reprieves, pardons and commutations of sentence, including death penalty commutations.
5. Experience in providing executive level advice and consultation to statewide and local governmental officials regarding the parolee administrative hearing processes and/or prisoners/parolees of particular interest.
6. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
7. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain

confidentiality.

8. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy, Field Operations, CEA 3, Board of Parole Hearings**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

### Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments  
1515 S Street, Room 108-N, Sacramento, CA 95811  
Vickiann Tapia | (916) 445-9287 | vickiann.tapia@cdcr.ca.gov

## ADDITIONAL INFORMATION

\*The monthly salary may include a pay differential. The amount of the differential is not subject to

PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>